

# City of Altoona, WI

## Position Description

<b>Position Title:</b>	Assistant Fire Chief/Fire Inspector	<b>Department:</b>	Fire & Rescue
<b>FLSA:</b>	Non-exempt		
<b>Last Update:</b>	June 2023	<b>Reports to:</b>	Fire Chief

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### GENERAL DESCRIPTION

This position assists the Fire Chief and Deputy Chief in all planning, organizing, directing, and administering all policies, operations, and activities of the Department and to perform all related technical, administrative, and supervisory work as required by their assigned division.

### SUPERVISION RECEIVED

Works under the general guidance and supervision of the Fire Chief and/or the Deputy Chief.

### SUPERVISION EXERCISED

Supervises all fire officers and firefighters, either directly or through subordinate fire officers within their chain of command or in the absence of other chief officers. Supervises public education, inspections, preplanning, and fire prevention programs.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*The tasks, duties, and responsibilities listed below are those that represent the majority of the time spent working in this position. Management may assign additional tasks, duties, and responsibilities related to the type of work of this position.*

- ✓ Complies with all Department Standard Operating Guidelines (SOG) and regulations of the City of Altoona Personnel Policy (Employee) Manual.
- ✓ Functions within the National Incident Management and Incident Command Systems.
- ✓ May act in Fire Chief or Deputy Chief capacity during their absence, as assigned.
- ✓ Assist in planning, organizing, and directing assigned programs and activities of the Fire Department.
- ✓ Review, evaluate, develop, and implement policies and procedures for all operations pertaining to their assigned division.
- ✓ Oversee the administration of training at all levels as assigned to ensure safe and effective operations.
- ✓ Assume command of the fire station, equipment, and personnel during any activity; perform and direct duties on behalf of the Fire Chief in the best interest of public safety, the Fire & Rescue Department, and the City of Altoona.
- ✓ Assist in ensuring the Department's compliance with applicable Federal, State, and local laws and regulations and standards of safety; ensures compliance of all Standard Operating Guidelines and regulations of the Employee Handbook; assist the Fire Chief in implementing employee discipline, as assigned.
- ✓ Ensures all necessary reports of all fire, medical, and other emergency incidents and responses are completed and comply with standards.
- ✓ Ensure that the department is in compliance with rules and regulations related to fire prevention and inspections.

- ✓ Confirm that all inspections have been completed according to the State of Wisconsin Department of Safety and Professional Services Requirements, Altoona Fire & Rescue requirements, and the authority having jurisdiction.
- ✓ Attends all relevant operational meetings to ensure Fire & Rescue Department representation; participates in all administrative meetings in the absence of the Fire Chief, Deputy Chief or as assigned.
- ✓ Responds to emergency calls as necessary; may assume incident command if requested or required.
- ✓ Respond to mutual aid calls of service and function as a liaison between agencies in a unified command system.
- ✓ Assume all administrative duties during an emergency in the absence of the Fire Chief and or the Deputy Chief.
- ✓ Receives and responds to public and news media inquiries, concerns, complaints, and requests for assistance and conducts all follow up, as necessary.
- ✓ May drive and operate fire response vehicles in the absence of a competent firefighter.
- ✓ Attends and participates in regular department training, seminars, and meetings in accordance with minimum standards.
- ✓ Achieves and maintains the minimum requirement for incident attendance in accordance with minimum standards.
- ✓ Be able to communicate using two-way communications systems.
- ✓ Performs general administrative clerical work as required, including but not limited to, preparing reports and records, copying, and filing documents, entering and retrieving computer data, attending meetings, answering the telephone, etc., or as assigned.
- ✓ Continuing Education of at least 10 hours per year, education that is intended to expand your knowledge as an Officer and or Leader. The 10 hours of continuing education must be maintained in any year that the officer does not complete an accredited class of at least 10 hours in duration.

#### MINIMUM QUALIFICATIONS

- Must obtain and maintain a valid Wisconsin driver's license.
- Must be 21 years of age.
- Must have graduated high school or equivalent.
- Must meet the minimum distance requirement from your residence to the fire station using the formula set by the Police and Fire Commission.
- Be in good standing with the Altoona Fire & Rescue Department and the City of Altoona.
- Certified State of Wisconsin Firefighter II (IFSAC)
- Wisconsin Fire Inspector Certificate
- Certified Fire Officer I, with Certified Fire Officer II preferred
- Possess and maintain Wisconsin EMT License or greater certificate
- Must have a Wisconsin Department of Safety and Professional Services Certification for Fire Detection, Prevention, & Suppression Inspector License
- Completion of WTCS Driver Operator training
- Remain in compliance with department facial hair policy
- Must have at least seven (7) years of fire service experience

- Must have at least five (5) years of previous Fire Officer supervisory experience
- FEMA IS-200: ICS for Single Resources and Initial Action Incidents
- FEMA IS-300: Intermediate Incident Command System
- FEMA IS-400: Advanced Incident Command System
- FEMA IS-800b NIMS, National Response Framework, And Introduction

#### SPECIAL REQUIREMENTS

- FEMA Incident Safety Officer course\*
- Hazmat Technician\*
- Other leadership classes recognized by the U.S. Fire Administration (example: Company Tactical Operations, Leadership I, II, or III, etc.)

*\*Must possess, obtain, or be enrolled within 12-18 months of date of promotion or placement into this position. If these requirements are not met the fire officer may have the duties, compensation and customs of a fire officer suspended until completed.*

**MINIMUM QUALIFICATIONS & SPECIAL REQUIREMENTS may be waived and or reduced or modified by the Altoona Police and Fire Commission for the benefit of the Altoona Fire & Rescue Department and the City of Altoona. Probationary period shall be 18 months from start date. Probationary period may be extended by the Fire Chief and the Police and Fire Commission if requirements for this position have not been met by the end of the probationary period.**

-No felony convictions, no misdemeanor conviction involving moral turpitude or pattern of misdemeanor convictions, no pending misdemeanor or felony charges, no use or sale of illegal drugs.

-Must possess a working knowledge of modern fire suppression and prevention principles, procedures, techniques, and equipment. Working knowledge of applicable laws, ordinances, and Standard Operating Guidelines (SOG).

-Ability to train and supervise subordinate personnel.

-Ability to communicate effectively orally and in writing.

-Ability to use sound judgment in evaluating situations and in making decisions.

-Ability to effectively give and receive verbal and written instructions.

-Ability to establish and maintain effective working relationships with other employees, supervisors, City officials, and leaders of other agencies.

-Ability to maintain physical fitness by successful completion of annual fitness evaluation.

-Ability to maintain a tobacco free environment and successfully complete annual and random testing confirming no tobacco use.

-Must have a good geographic understanding of the City of Altoona and area of responsibility as well as the surrounding area; must be able to read and use maps.

-Must maintain competency in the City of Altoona Fire & Rescue Department's Blood borne Pathogen Plan.

-Ability to speak, read and write the English language